NCTEF Board of Directors' Meeting
NCTEF Public Board Member Travel Policy
October 11, 2012

NCTEF Public Board members may, if necessary, request reasonable travel expenditure reimbursement for attending in person Board meetings up to $750 in total costs. The registration for the conference is also complimentary.

The following guidelines apply to NCTEF Public Board members requiring travel reimbursement to attend the NCTEF Board Meetings.

All efforts to identify cost effective measures will be employed to ensure the financial resources of the Foundation are targeted to support the ongoing work of the National Career Technical Education Foundation while still ensuring the quality and insightful engagement of the Public Board members.

Eligible for travel reimbursement may include:

- Reasonable transportation costs: (discount air travel, train, or mileage up to the amount of a flight)
- Housing: Hotel costs booked under the staff room rate (when possible)
- Local Commercial Transportation (Taxi, subway)

Note: If travel reimbursement is necessary, NCTEF Public Board members must coordinate with financial staff person to understand policies and procedures and coordinate.